



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Master

(PMG506)

Code

Thursday

Date

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf . مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

• عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. **Describe the strategies that are going to be set up to maintain communication with the team members.**
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططًا تفصيليًا للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

1- Introduction

Whenever we want to know something about a company, service, educational institute or sometimes even a person. We immediately think about looking for an official website. Websites represents our organizations and its identity and what type of services it provides. But creating a professional website doesn't usually take one person effort, actually at least 3 departments will need to communicate during the creation of this project those departments are 1- Management (Mostly includes the Sponsor) 2- Marketing team (To choose what to write and display on the website and how to do it) 3- Developer or IT department (Who will do the most of the work as suggested by the other departments and based on technical best practices). Which means the communication is a must among team members so here in this research I'm going to talk about companies' website projects and describe what are the strategies needs to be set up to maintain communication for passing knowledge with the team members as communication is such an important part of any project. I'm going to make use of some references and personal experience I've had in my professional period.

2- Literature Review

In this section I'm going to list some strategies to maintain and improve team communication. Which if used properly will keep connections and trust between team members to successfully deliver the project and achieve the organization goals and in my case launching the company website successfully with minimum issues and as accurate as possible based on agreed requirements.

David Anttony (2018) states that we have simple 15 ways to keep good communication in the team. I'm going to mention 7 of those.

- | | |
|-------------------------------------|-------------------------------------|
| 2.1 Open-Door policy to build trust | 2.5 Use project management software |
| 2.2 Clarify the tasks | 2.6 Understand the team |
| 2.3 Train the team to communicate | 2.7 Never run away of mistakes |
| 2.4 Choose an appropriate method | |

3- Methodology

Let's talk about each one of the previous mentioned strategies.

3.1 Open-Door policy to build trust

That means letting the team feel they are allowed to ask questions, suggest ideas or talk about any struggle they have in any of the project phases work. So, connection between the workers in IT / Marketing department and the project manager should be easy and available.

3.2 Clarify the tasks

When giving tasks to team, tasks must be specified and clear (for example, we can't say "prepare images for the website" without specifying what type and subject those images expected to have). Making the scope of the project clear will be very helpful here.

3.3 Train the team to communicate

Sometimes we need to learn how to communicate and understand each other. Especially when fresh graduate employees join their first job / first project the project manager should specify an easy and quick way for communication and train together with the team to use it efficiently. Maybe investing in some courses will be great for all team members.

3.4 Choose an appropriate method

Whether working together in one place or remotely there must be a previously specified communicating methods varying from verbal, online conferences / sessions all the way to emails, online documents and other communication methods.

3.5 Use project management software

This will not only make the work organized, it will also make us see more details of work and take a great advantage of this method, Transparency. Which will make team members understand their duties and what depends on it. That could limit delay and make each one of the team feel more responsible.

3.6 Understand team differences

Leading a team with multiple differences is wonderful and who knows what creative ideas we can have from making people from varying background work together. But differences can also cause misunderstanding issues. Being a good project manager will make team understand each other by eliminating or minimizing communication difficulties to the lowest.

3.7 Never run away of mistakes

Making mistakes is mostly going to happen in a way or another but running away from it or blaming others making the situation even more complicated and lower the team trust of the project manager instead of focusing on getting the work done and recover from the mistake happened. So, we should make the team understand it's okay to make mistakes and rather than focusing who made it we should focus on how to fix it.

4- Results

Using those strategies will make the communication effective in the following ways:

- Open-Door policy will encourage team to communicate more smoothly and give the feeling that project manager is always there for support. This also could allow eliminating issues from the first stages as everything is being clear easily.
- Clarify the tasks will make each team member understand what he / she must do and what to ask or deliver from / to whom.
- Train the team to communicate means everyone will have the knowledge to express his / her needs and make team understand each other as whole.
- Choosing an appropriate method for communication will make it easier and more quickly which means more tasks done faster.
- Use project management software for organized project plan and clear tasks and dependencies of every single task. Clear tasks mean clear work understanding.
- Understand team differences make us get the most advantage of different team members by improving communications between each of them.
- Never run away of mistakes to stay focused on the plan and increase the trust of the team which will create a positive productive environment.

5- Discussion

In my project (Company website) management weren't really around or aware of the plan IT department was working on and it wasn't clear who to ask and who's responsible about what. Missing efficient communication caused the project to cost more than expected and make it take longer to finish. It even felt like the plan wasn't of use.

The tasks were made up based on the IT team only without any communication with other departments should be involved. Which results in reworking most of the work already took much to be done.

Also, there wasn't a clear way to update management of what's going on. There were so many gaps between the team members.

So, I highly recommend Effective communication, Transparency between management and project manager to allow for best results based on requirements.

6- References

Online blog- "Team Communication" By David Anttony, November 30, 2018

<https://www.workzone.com/blog/team-communication/>